

*Leaders Make A Difference, NOT Excuses!*

# Command Voice

Volume 2, Issue 1

Family Support & Information Newsletter Supporting HQ Co, 306th MI Bn

Nov 2001

## Land Navigation Training



Members of Headquarters Company watch as 1SG Burden gives some land navigation pointers. The company headed out to Area Mike on 30 October for land navigation and terrain association training in preparation for its upcoming field training exercise.

Visit us on-line at <http://138.27.35.32/garrison/306hq/index.htm>

## Commander's Column



Greeting Headquarters Company! I want to open this quarter's newsletter with the following quote from John Stuart Mill:

*"One man with beliefs is equal to a thousand with only interests."*

Remember the sacrifices made by your predecessors that led to the establishment of America's Veteran's Day holiday while you take a moment to reflect on the quotation above. Mill's words go to the heart of soldiering. After witnessing the destruction and devastation that can be caused by a handful of men (though we view them as zealots) who truly believe in their cause, each and every one of us must ask ourselves do I *believe* in what I am doing? Now is the time for us to review and assess our beliefs, our values, and the foundation on which we have built our soldier/selves. We must ensure that we are executing our duties and responsibilities as part of this system of values and not as a perfunctory daily task. With our multi-focused mission and the Army's wide spectrum of MOSs we are bound by one overall focus: warfighting. This is our business. As American soldiers this most fundamental function is what our belief system must encompass. Officers and NCOs must certainly ensure their soldiers are well prepared for this responsibility, both psychologically and spiritually. It is a soldier's right to know that only the highest standards of training and preparation, the Army's standards, will be accepted. Leadership personnel throughout the ranks must be strict and unrelenting taskmasters in order to secure victory on the battlefield. Now is the time for earnest introspection, for when battle calls we will unhesitatingly draw our swords and throw away our scabbards!

This quarter's newsletter addresses readiness. Readiness applies to all aspects of our lives. I would like to express heartfelt thanks to the contributors of

this quarter's newsletter. First, SGT Anita Francis, HQ Company Safety NCO, has laid out ways to protect you, your soldiers and families during cold weather. With families departing the area for Thanksgiving and Christmas she has provided you with sound tips on how to handle cold weather injuries and cold weather driving. Second, 1LT Christian Deichert, SJA, has written an article on what steps soldiers and family members may take to ensure their legal preparation is in order. He also discusses the need for Family Care Plans so that everyone can have a better picture of what these entail. Third, SFC Moorer, EOA, has provided a good overview of Arab-Americans and their contributions to our society. This goes hand in hand with our quarterly Consideration for Others Training on Arab-Americans. Finally, the company has attached an upcoming training calendar and flyer for the 20 November Holiday Party. Please contact 1SG Burden or myself if you have any questions.

The company produces quarterly newsletters to ensure that all members of HQ Company are informed of what great things we have been doing, what are the upcoming events, and perhaps to offer some insight into the company's and battalion's leadership philosophy. I encourage soldiers and family members to submit articles and/or pictures for inclusion in the newsletter or website.

Take care, seek your center, and enjoy your family, friends and holidays!

### STAFF:

Commander:  
CPT Jennifer J. Smith-Heys

First Sergeant:  
1SG Alex R. Burden

Operations & Training:  
SFC Jeffrey A. Hellen

Editor:  
SFC Jeffrey A. Hellen

## Top's Corner



Headquarters Soldiers and Family Members,

I've spent numerous hours contemplating what to write for this newsletter. I know we all share the same mixed emotions regarding the attacks on 11 Sep 01. In one way or another, we've all been affected by this blatant strike against our nation.

From my perspective, it's redefined our focus and has reminded us that our job is that of a warrior, a sentinel, and most of all - a soldier. We're now fully engaged in a battle against terrorism, and we're developing and honing our skills to better guard our nation, our comrades and our families. We're determined, ready and willing to serve as soldiers and to be the proud protectors of the greatest nation on earth. Now, more than ever, we have to put our best effort forward with a sense of urgency and tenacity to become the best soldiers that we can possibly become. We have pride in our heritage and with Veteran's Day on 11 Nov 01 – remember this: soldiers before us have voluntarily made astronomical sacrifices and too often the ultimate sacrifice in defense of this great nation. Let's not take that for granted and not lose our perspective when we're asked to give a little more of ourselves that we're use to.

I'm very proud of the professionalism, high level of competency, energy, dedication, and selfless service of the soldiers assigned to Headquarters

Company. You've been serving without hesitation and for the most part - without complaint. I owe a tremendous thank you to the soldiers of the Staff Judge Advocate Office, the Office of the Registrar, and the 306<sup>th</sup> MI Bn Staff, for making it possible to support all post guard requirements. Without your solid "teamwork and positive attitudes" we couldn't have made it happen. Thank you...

I stated in the last newsletter that "as soldiers, we must stay tactically and technically proficient." Now, it's more important than ever to ensure we're training with a warrior focus. The CDR and I share the same training vision and we've adjusted fire on our end and we fully intend to continue with our original training goals and strategies. I'm confident that the soldiers of Headquarters Company we'll meet and exceed all expectations.

During the next quarter, I want NCOICs to focus on accomplishing four things. First, to make sure that "all" soldiers are being counseled properly in a timely manner and being recognized for their hard work. Second, ensure a leader's book has been created for every soldier with the minimum information pertaining to: personal data, counseling, training, soldier readiness, and a packing/pre-combat inspection checklist. Third, implement a solid plan to develop subordinate soldiers and junior NCOs to perform at the next higher rank – expect more from them than that of their current rank and they'll go beyond your expectations. Fourth, take proactive measures to improve the overall physical condition of "all" soldiers – make PT challenging and lead from the front.

### Command Voice

The *Command Voice* is an authorized unofficial family support and information newsletter published under the provisions of AR 360-81. Reproduced at the Fort Huachuca printing office, *Command Voice* serves as an information medium for the soldiers and families of Headquarters Company, 306th Military Intelligence Battalion. Opinions expressed in *Command Voice* do not necessarily reflect the opinions and policies of the Department of Defense, Department of the Army or any of their Commands, agencies or affiliates. Material selected for publication is subject to editing. Manuscripts and photos submitted for consideration should be sent to:

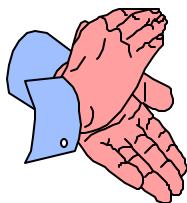
Commander,  
HQ Co, 306th MI BN  
ATZS-BDN-H  
Fort Huachuca, AZ 85613 or  
(520)533-2766 First Sergeant

# What's New

## What's New

### Promotions:

CPT Fernandez	PFC Smith	SFC
Key		
SSG Sones	PFC Reep	
PFC Fisher	PV2 Jefferson	
PFC Monahan	PFC Turner	
PV2 Nix		



### Soldier/NCO of the Month

SPC Beal was Company Soldier of the Month for August.



### Course Graduates:

SGT Drye - BNCOC  
SGT Vassallo - Recruiter  
SGT South - ASAS Instructor

1LT Summers - Standard Army Training System (SATS)

SFC Harbor - ANCO  
SGT Sones - Small Group Instruction  
SGT McDougale - Retention  
SPC Roman - NBC School

### Births:

Franklin was born to CPT Ford on 25 August 2001.  
Neveah was born to PFC Smith on 7 September 2001.  
Jasmine was born to SGT Verrett on 12 September 2001.  
Trinity was born to SFC Bryant on 23 October 2001.  
Wellington was born to SSG and SGT Jo nes on 3 November 2001.



### Hails:

CPT McNealy- Command Group  
SSG Copeland - Battalion Staff  
SFC Ottinger - SJA  
CPT O'Grady - Command Group

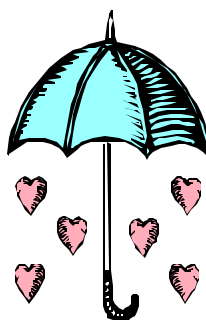
1LT Van Duren - Command Group  
COL Hoeft - Reserve Affairs  
CH (LTC) Agnew - Chapel  
COL Custer - Command Group  
PFC Monahan - Battalion Staff  
PFC Smith - Battalion Staff  
CH (MAJ) Houck - Chapel  
PV2 Nix - Battalion S-4  
SFC Bryant - Equal Opportunity  
1LT Anderson - Battalion S-3  
CPT Rader - Battalion S-3  
SGT Francis - SJA  
2LT Nazareth - Battalion S-3  
SGT Feuster - Battalion S-1

BG Marks - Command Group  
CSM Craddock - Battalion CSM  
CPT Harvey - Battalion S-3  
SPC Brown - Command Group

### Farewells:

SFC Brackins - Inspector General  
1LT Meyle - Command Group  
CH (MAJ) Thomas - Chapel  
SPC Ranalla - SJA

PFC Watkins - Command Group  
SPC Jackson - Company Staff  
BG Quirk - Command Group  
SFC Tymes - Battalion S-1  
SFC Glaus - Registrar  
SGT Jones - Retention  
MG Thomas - Command Group  
SPC Roman - Registrar  
CSM Goodman - Battalion Staff  
SPC Tsering - Command Group  
PFC Martinez - Chapel  
1LT Salazar - SJA  
SPC Gray - Battalion S-1  
SGT Prier - SJA  
CPT Braffett - Command Group





## Battalion Commander's Corner



By now I'm sure that all of you have been glued to the TV set since September 11<sup>th</sup> and are trying to make sense out of these horrific acts of terrorism. Despite the catastrophic results, I share the sentiments of many citizens, both military and civilian, that our great nation will seek, and obtain ultimate justice from those responsible for the tremendous pain and suffering inflicted on innocent people. Our President has set forth a comprehensive strategy, which not only calls upon our national resources, but also the cooperation and support of the community of free nations, to rid the world of this violence.

As part of the military effort, we have already been summoned to provide personnel augmentation in support of Operation ENDURING FREEDOM. On Sunday, 11 September, we deployed four 306<sup>th</sup> MI BN soldiers: MAJ Jim Baker, CPT(P) Fischel, CPT Kerr, and 1LT Tincher. We believe that this is the first of many personnel augmentation taskings to come. Therefore, I am currently compiling a Battalion Order of Merit List (OML). This list will identify soldiers for future deployments so that they can begin planning and taking care of their

respective professional, personal, and family concerns now. We will complete this list soon and will disseminate to both companies. I urge all of you now to review and resolve your respective personal issues prior to an impending deployment.

Additionally, I convened the first meeting of the Battalion Family Readiness Group. The main purpose of this group is to provide a single point of contact that the deployed soldiers' families can refer to for all command related information regarding the status of their loved ones. Additionally, this group can assist families by referring or directing them to the proper agency/organization on post to address their specific concerns. Currently, the BN representatives are Mrs. Michelle Clark and Mrs. Diane Baker. The company representatives are Mrs. Susanne Waldrep (A) and Mr. Steve Routt (HQ). We will also publish a BN FRG "Phone Tree" for all families.

In closing, I want to thank all the soldiers and their families for remaining flexible during these most turbulent times. I especially want to thank our soldiers who have been pulling both QRF and guard augmentation duties – you've done it professionally and have kept an upbeat, motivated attitude!

DEEDS NOT WORDS

DJR



### "Are we there yet?"

During the Land Navigation Course the soldiers worked in teams to locate the points. They had to first plot the points on their map then proceed with caution through the desert terrain here on the Fort Huachuca training area.

## Recognizing Great Soldiers!



HQ Company has some outstanding soldiers assigned. Here's a look at a few of them as we say goodbye or congratulate them on their promotion and reenlistment. (See page 13 for more pictures.)





## HQ Company Welcomes SGT Anita Francis, SJA, as the Company Safety NCO



### TIPS FOR A SAFE HOLIDAY SEASON

Winter is once again fast approaching and with the weather comes the threat of cold weather injury and vehicular accidents. Even with all our training and equipment soldiers are not immune to the cold weather and the hazards it brings.

It is our job as leaders to ensure our soldiers are prepared for training in inclement weather, be able to recognize the signs of cold weather injuries, and know the steps to treat such injuries. Junior soldiers in grades E1 to E4 are at the greatest risk of suffering from cold weather injuries. This can be attributed to lack of experience and preparation.

Cold weather injuries are preventable if we all follow a few basic rules:

- Plan for the cold.
- Check weather conditions and pay particular attention to rain, snow, and
- winds.
- Ensure soldiers have the proper clothing for the type of weather environment.
- In tactical environment use covered vehicles to transport soldiers and warming tents.
- Have warm food and drink on hand.
- Wear the right clothes the right way. The easiest way to remember this rule is by remember the acronym COLDER.

C: Clean- Keep clothes clean

O: Overheating- Avoid overheating

L: Loose layers- Wear clothing in loose layers  
D: Dry- Keep clothing as dry as possible  
E: Examine clothing for holes, tears, and broken fasteners

R: Repair or replace damaged clothing.

- Know the factors that contribute to cold weather injuries. There are various other factors that cause a soldier to be susceptible to cold weather injuries, such as:

Previous cold injuries.

Tobacco use.

Alcohol and caffeine, which cause frequent urination leading to dehydration.

Skipping meals slows the metabolism reducing the body's ability to produce heat.

Activity. Keeping soldiers active enables them to produce heat to keep the body warm.

Use the buddy system to help prevent injuries.

Soldiers watching each other and knowing the signs of cold weather injuries is a helpful prevention tool for leaders.

Self checks can be used when the buddy system is not a feasible means of prevention.

Teach your soldiers to perform the simple test by pinching their own fingernail and watch how fast the blood returns to their finger. The slower the return the higher the potential for cold weather injury.

Remember that when it comes to cold weather injuries **PREVENTION IS THE KEY.**

The winter season is also a high travel season, especially for those of us stationed within driving distance to our home. We all like the idea of being home for Christmas, but there are dangers that we should all bear in mind when planning our holiday schedule. We are not all fortunate enough to be from Arizona and may be traveling to places like Oklahoma, or even New York, where the driving can be hazardous during the winter months. Here are some tips to make your holiday drive a safe and your arrival a happy one:

- **Getting Started:** Be sure your car is in good working condition, get an engine tune up in the fall, switch to winter weight oil, be sure lights and brakes are in good working order. Your battery and voltage regulator should be checked and battery connections should be good. Be sure your

(Continued on page 8)

(Continued from page 7)

fluids are at the proper levels and antifreeze should be fresh and strong enough to prevent freezing. Make sure your wiper blades are working properly. When warming a car, don't idle it for a long time, the best way is to drive it.

- **Equipment and Supplies:** What you should have on hand, especially if you know that you will be traveling to an area where there is heavy snowfall:

- Snow shovel
- Scraper with a brush on one end
- Tow chain or strap
- Tire chains
- Flashlight (with extra batteries)
- Abrasive materials (cat litters, sand, salt)
- Jumper cables
- Warning triangles
- Brightly colored cloth to signal in case you get stranded
- High energy food
- Sleeping bags
- First Aid supplies
- Compass

- **Winter Driving:** Before you leave be sure to check the weather for the route that you will be traveling and continue to check for any changes while you are on the road. The easiest way to do this is to tune to the local radio station and listen for the weather forecast. Be aware of your surroundings and other drivers. When driving in freezing temperatures be cautious of white or black ice.
- For more winter safety tips you can check the Safety Center's website at <http://safety.army.mil/home.html>.

Remember these safety tips and have a HAPPY AND SAFE holiday season.



## D'oh!

The Land Nav training proved to be a little tougher for some people than for others.

## **Legally Deployable?** **Ensure your legal affairs are in order** **now!**

By 1LT Christian Deichert

The recent terrorist attacks have significantly increased the chance that soldiers will deploy in the near future. You, the soldier, need to ensure that you are legally prepared now so that when the order comes down everything is ready. Although your unit's Soldier Readiness Processing (SRP) is designed to take care of pressing legal issues, you can save time and stress by being prepared ahead of time. These are some of the legal areas you need to consider.



### WILLS

A will is a legal document that states your desires concerning the disposition of your property upon your death. Do you need a will? Not everyone does. If you die without a will the distribution of your property will be in accordance with the laws of your state of legal residence. But don't worry; the state will not inherit your property! The only way the state would get your property is if you die with absolutely no relatives. In other words, if you die without a will the order of distri-



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bution of your entire estate will go as follows: spouse, children, parents, siblings, etc.

If you need to get a will, or you need to make changes to your will, you'll have a chance to do so at an SRP. However, you don't necessarily have to wait until the last minute. If you have a will, pull it out and take a look at it and make sure that it still reflects your wishes. If you don't have a will, think about how you want your property and assets to be distributed and write your thoughts down. Whether you make an appointment or stop by Legal during an SRP, it will make the process much easier.

## POWERS OF ATTORNEY

A Power of Attorney (POA) is a written instrument that allows you (the "principal") to authorize your agent (your "attorney-in-fact") to conduct certain business for you. It is one of the most powerful legal documents that you can give to another. There are two types of POA; "general" and "special" (or limited).

A general POA gives your agent very broad powers to act on your behalf; and a special POA limits your agent's authority to act only on certain listed matters. Every act performed by your agent within the authority of the POA is legally binding upon you. Since a POA is such a powerful document, give it only to a very trustworthy person, limit the authority you grant whenever possible, and only give a power of attorney when absolutely necessary.

Making a General Power of Attorney (GPOA) is an important action with serious consequences. Your GPOA gives someone else the legal authority to act on your behalf—to do **anything** that you could do. With a GPOA, your agent can (for example) rent or buy a house with your money, borrow money that you must repay, sell your car, sue someone for you, or remove all funds from your bank account. Your agent can legally bind you. While a GPOA can be very helpful, it can also be very dangerous. Here are some things to keep in mind:

Limit the power you give away to only that necessary. If you need someone to perform only specific tasks for you, then you don't need a GPOA. Get a *Special* Power of Attorney—one that will authorize your agent to perform only those specific tasks. We can help you prepare one.

Limit the duration of your Power of Attorney to no longer than 1 year or a shorter period. Don't set the expiration date longer than you will need your agent's services, and don't give the Power of Attorney before it will be needed.

Make sure your agent is someone you can trust. If you lose trust in your agent, talk with a legal assistance attorney about *revoking* your Power of Attorney.

Finally, be aware that a person or business may accept or acknowledge your POA, but they are not required to do so. It is entirely within their discretion.

You will have an opportunity to execute a Power of Attorney at an SRP or alternatively, stop by the JAG office Legal Assistance Division from 1300 – 1500 any afternoon except Wednesdays.

## FAMILY CARE PLANS

Make sure your dependents will be taken care of. All Army single parents and dual military couples with children are required to implement a Family Care Plan before they can deploy. If this applies to you, you should complete a plan as soon as you can to provide for your dependents while you are deployed. All married soldiers who have dependent family members are encouraged, even if not required by regulation, to complete and maintain a Family Care Plan. Your unit commander must approve your plan before you can deploy. For further information please review the detailed article on Family Care Plans also printed in this deployment supplement.

## LIFE INSURANCE AND SGLI

Make sure your Servicemembers' Group Life Insurance (SGLI) and private life insurance policies are up to date. SGLI is the largest asset that many young soldiers have. Unlike with a will, the beneficiaries you designate in your insurance policy do not change unless you make the change. If you got married, divorced, or had children since you designated a beneficiary, you may find that your wishes have changed. You will receive an SGLI briefing during your SRP, but it is your responsibility to make any necessary changes in any private life insurance policies you own.

# Family Care Plans

**With deployment a distinct possibility for soldiers here at Fort Huachuca, it is vital that you know your rights and responsibilities to those family members remaining behind. Here are a few pointers on family care plans to ensure that in the event that you are deployed your loved ones will be taken care of in your absence.**

## What is A Family Care Plan and why is it Important?

A Family Care Plan is the means by which a soldier plans in advance for the care of his family members when the soldier is deployed, TDY, or otherwise not available because of military duty. It is an essential part of military readiness. Soldiers must be available for duty when and where the needs of the Army dictate – without interference of family responsibilities. Deployments frequently are sudden, leaving a soldier little time to make on-the-spot arrangements for family member care. A Family Care Plan prepares the soldier and the family in advance for the soldier's deployment and reassures a deployed soldier that everything is taken care of at home, minimizing family-related stress and enabling the soldier to concentrate more fully on his mission.

## Who is required to have a Family Care Plan?

Generally all soldiers who have dependents and are either single or part of a dual-military couple must have a Family Care Plan. The requirement for a Family Care Plan applies to both Active and Reserve Component soldiers, regardless of grade. AR 600-20, paragraph 5-5b, lists the specific categories of soldiers for whom a Family Care Plan is mandatory. A Family Care Plan also can benefit other soldiers, however. Although not required to do so, all married soldiers who have family members as well as Emergency-Essential DA Civilians are encouraged to prepare a Family Care Plan.

## What Must be Included in a Family Care Plan?

A soldier's chain of command should first counsel him or her on the need for a Family Care Plan and then provide the following documents.

- DA Form 5305-R, *Family Care Plan*, is the form on which the soldier explains and documents the specific measures he has taken to ensure that his family is cared for during his absence.

- DA Form 5841-R, *Power of Attorney*, is the legal means by which the soldier gives another person the legal authorization to care for the soldier's dependent children and

to make important decisions regarding the children on behalf of the absent soldier-parent.. The soldier may use a Special POA for Child Custody prepared by the JAG Office in lieu of DA Form 5841-R. We recommend that the soldier prepare the Power of Attorney in advance but wait until deployment to sign and notarize it and deliver it to the Guardian. Soldiers must use

*(Continued on page 11)*

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## UPCOMING COURT DATES AND PENDING LEGAL ACTIONS

If you have an upcoming court date or pending legal action against you, be sure to speak with a Legal Assistance Attorney. The Soldiers' and Sailors' Civil Relief Act (see accompanying article) may provide assistance in these areas. At the very least, it can usually postpone an action until you can appear in court. Moreover, the Act can prevent default judgment from being entered against soldiers. Please review the adjoining article, and be sure to speak with a Legal Assistance Attorney as soon as possible.

## GENERALLY

All of the steps listed above require some kind of paperwork. Make sure that all of your important legal documents are safely kept in one place. Also, make sure that your loved ones know where these documents are and can access them in case of an emergency.

We here at Legal Assistance are here to help you with matters like these, but please remember that we support the entire installation. The more prepared you are when you come to us for help, the better we'll be able to help you and your fellow soldiers.

Please scan the remaining JAG articles for additional information on the Soldiers' and Sailors' Civil Relief Act, Family Care Plans, Reemployment Rights for reservists called to active duty, and a Family Member Pre-Deployment Checklist.

*This article is provided by your JAG Legal Assistance Office. Visit us on the web at <http://huachuca-www.army.mil/usag/sja/legalassistance/> or contact us at 533-2009 for an appointment. Legal advice may not be given over the phone.*

(Continued from page 10)

the utmost care and consideration in designating Guardians for family members. Guardians must be persons to whom the soldier can entrust the welfare of his children or other family members. Guardians should be persons who will be immediately available in the event of an emergency and will be able to exercise their responsibilities for extended periods of time, if necessary. THE GUARDIAN CHOSEN SHOULD NOT BE ANOTHER SOLDIER WHO MAY BE DEPLOYED OR MOBILIZED.

- DA Form 5840-R, *Certificate of Acceptance as Guardian or Escort*, must be completed and signed by Guardian in the presence of a notary. The Guardian then returns the form to the soldier. The form proves that the Guardian has agreed to accept the responsibility of caring for the family members of a soldier and has been provided all necessary legal authority and means to do so. The form also serves as verification that the Guardian has been thoroughly briefed by the soldier on all of the responsibilities he will assume, the locations of pertinent documents and the procedures for accessing military and civilian facilities and services on behalf of the soldier's family members.

- DD Form 1172, *Application for Uniformed Services Identification Card DEERS Enrollment*. The Family Care Plan must contain one ID Card application, signed by the soldier, for each family member. Ensuring that each family member can obtain an ID Card guarantees their uninterrupted access to military benefits and privileges while the soldier is absent. AR 600-8-14 requires ID Cards to be issued for children under age 10 who live with a single parent or dual-military couple.

- DD Form 2558, *Authorization to start, stop, or change allotment, for Active Duty or Retired Personnel*, is prepared in advance, but not executed by the soldier until deployment. The form initiates an allotment from the soldier's military pay to provide for the care and support of his dependents in his absence -- usually the easiest and most secure way of ensuring that money is available to meet the family members' needs. The soldier also should consider establishing a bank account, to which the named Guardian has access, for payment of the allotment. Consult with officials at your bank to determine the best way to establish such an account. The soldier may provide other proof of financial support arrangements for the care of dependent family members in lieu of DD Form 2558.

- Letters of Instruction, executed by the soldier, which contain additional personal information for the Guardian.

Information commonly provided in Letters of Instruction includes forms authorizing the Guardian to obtain access to the military installation and to basic military services such as the Commissary and PX on behalf of the soldier's family members (necessary application forms may be obtained at all Commissary/AAFES offices) and information relating to family member medical needs, such as the names and addresses of physicians, dentists and other health care professionals; locations of current medical, dental and immunization records; and prescriptions for medications required to treat a family member's allergies or other conditions. The Letters of Instruction also should include forms and papers pertaining to the deployed soldier's legal affairs, such as a list of Social Security Numbers for all family members; information as to the locations of insurance policies, bank accounts, safety deposit boxes and other important papers; instructions for driver's license and automobile registrations that may expire while the soldier is away; and arrangements for any taxes that may come due while the soldier is away. A Power of Attorney authorizing the Guardian or some other responsible person to sign, execute and file income tax returns on behalf of the soldier and an authorization allowing a responsible individual to obtain a copy of the soldier's W-2 also should be included. Most importantly, a copy of the soldier's Will should be attached to the Letters of Instruction. The attached checklist lists important documents that your family may need should you deploy and may assist you in gathering other information to include with your Letters of Instruction.

- DA Form 5304-R, *Family Care Plan Counseling Checklist*, documents that the soldier has been counseled by his commander and is aware of the requirement for a Family Care Plan and the documents it must contain.

### **How Often Must I Renew My Family Care Plan?**

Your Family Care Plan must be revalidated by your Commander ANNUALLY, or after any change in your personal circumstances that require a change to



*(Continued from page 11)*

the Plan, or whenever a soldier is MOBILIZED, DEPLOYED, or PROCESSED FOR PRE-DEPLOYMENT.

### **What About Dual-Military Couples?**

The same Family Care Plan should be submitted by both members of a dual-military couple, neither service-member should be identified in the Plan as the temporary or long-term Guardian of the couple's family members.

### **What About Pregnant Soldiers?**

A pregnant soldiers must complete and obtain command approval of a Family Care Plan not later than 60 days before the expected date of the child's birth.

### **Who Approves My Family Care Plan?**

Your unit commander is the sole approving authority for your Family Care Plan. Before granting his approval, the unit commander will evaluate your Plan and must be satisfied that it meets all of the requirements of AR 600-20 and appears to be workable. The commander may test the validity of your Family Care Plan, to include contacting the designated Guardian prior to approving your Plan. If your Family Care Plan is disapproved, you will be given 30 days to submit a new, more acceptable Plan for the commander's review and approval.

### **Who Keeps the Family Care Plan?**

The unit maintains the original Family Care Plan in a soldier's local file. The soldier, his family, and the designated Guardian all should have complete copies of the Plan, however.

### **Whose responsibility is it to Carry Out the Family Care Plan?**

It is the soldier's primary responsibility to implement the Family Care Plan. The Plan may be implemented any time conditions warrant. When operational or security considerations prevent the soldier from implementing the plan himself, it will be used by the appropriate military or civilian authorities to arrange care for the soldier's family members.

*This article is provided by your JAG Legal Assis-*

## ***Arab Americans and Islam*** **Post Military Equal Opportunity Staff**

Americans and service members must continue to work together in harmony. It takes all of our American culture to be a powerful nation. A better understanding of the various cultures within our society will enhance our ability to lead effectively, and enhances mission readiness.

In light of recent events there have been many threats to the Arab American Community and those of the Islamic faith across our country. At Fort Huachuca, we continue to promote dignity and respect for all across the installation as well as in our communities. A further understanding of who Arab Americans are, and what Islam is educates and enhances dignity and respect for everyone.

Arab Americans are making their own contribution to America's future. This complex community is unified by a common faith and in over 1,000 mosques across the United States. Arab Americans have made great progress since their arrival to this county, and many today are successful in business and in several professional fields.

Arab Americans are immigrants who have been in the United States for more than a century, with the initial immigrants being Christian. Those who immigrated to the United States after 1945 were mainly of the Muslim faith. This group has been able to maintain more of their culture than of those who arrived during the late 1800's. According to the 1990 Census, 82 percent of Arab Americans are citizens and 63 percent were born in America. Arab Americans can be Muslim, Christian, Jewish, atheist or a follower of another faith.

What is Islam? "Islam" is an Arabic word meaning submission, surrender, and obedience. As a religion, Islam stands for complete submission and obedience to God (Allah in Arabic). It also means peace, greeting, salutation, loyalty, and allegiance. Islam is a religion and a complete way of life. Any person who believes in the creed and teachings of Islam is called a Muslim. There are approximately 1 billion Muslims in the world. Indonesia, which is non-Arab, is the largest Islamic country.

Arab Americans are military heroes such as Col. James Jabara, Air Force Korean War veteran; Brig. Gen. Elias Stevens who served on Gen. Eisenhower's staff; and more recently Gen. George Joulwan, West

*(Continued on page 13)*

*(Continued from page 12)*

Point Graduate and U.S. and NATO Supreme Allied Commander.

Sports stars include Doug Flutie, NFL Hall of Famer, and basketball star Rony Seikaly. Forces for change are as Candy Lightner, founder of Mothers Against Drunk Driving, and Ralph Jones, a key participant in the Civil Rights Movement who encouraged the famous lunch counter sit-in in Greensboro, N.C., in 1960. Arab American educators include Christa McAuliffe, who lost her life in the Space Shuttle Challenger disaster. Artists such as Jamie Farr and Marlo Thomas, and radio personality Casey Casem also make up the Arab American group of famous people.

It is important to remember that Arab Americans and Muslims are our fellow service members, neighbors, co-workers, friends, and family members. Muslims follow a religion of peace, mercy, and forgiveness, and the majority has nothing to do with the extremely grave events, which have come to be associated with Islam. We ask that our military values, and good morals guide us in our interactions with others in promoting infinite dignity and self-worth. This will



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# HOLIDAY PARTY

Potluck - Bring your favorite dish.  
Company Staff will provide the meat.



- 1 Appearance by Santa Claus
- 2 Activities for the children
- 3 Music, games, camaraderie
- 4 Cookie Exchange - Bring 5 dozen of  
your favorite cookies with recipe to exchange  
with others.
- 5 Christmas Raffle - Bring donations of Holiday  
items for raffling.

Contact 1SG Burden (3-3800) or 1SG Pasibe (3-3216) to volunteer your talents.





# Volunteers Are Needed!

- Santa and elves (or Elvis)
- Goodie bag preparation
- For children's activities
- Seasonal music/DJ/karaoke
- Games/cards
- Local merchant coordinator
- Setup/decorating crew

Contact 1SG Burden or 1SG Pasibe (533-3800) to volunteer your talents.

## Key Dates:

- 14 Nov - Identify funds
- 21 Nov - Coordinate w/Fire Department for Santa's ride
- 21 Nov, 1600 - Holiday Party Committee meeting in Battalion Conference Room
- 30 Nov - Order items for goodie bags
- 7 Dec - Lock in merchant donations and prepare children's activities
- 12 Dec - Lock in estimated head count and get feedback on potluck dishes
- 20 Dec
  - 1400 - Setup
  - 1600 - Guests arrive
  - 1730 - Santa arrives - eating, games, activities
  - 2100 - Cleanup

